

File Naming Conventions for Uploaded Documents in EMWS

NAMING CONVENTION Policy and Procedures

Policy

All users of the Electronic Medicaid Waiver System (EMWS) shall use the Division’s standardized naming convention for saving documents to a person’s file on the Electronic Medicaid Waiver System.

Procedures

Files will be named in the following manner:

1. WAIVER INITIALS: **CA** (Comprehensive Adult), **SA** (Supports Adult), **CC** (Comprehensive Child), **SC** (Supports Child), **ABI**
2. PARTICIPANT: **LAST NAME. FIRST NAME**
3. DOC TITLE ABBREVIATED: (see list below)
4. DATE: **YYYY.MM.DD**

Example: CA. Munoz.Rita.Appl.2016.1.28 (separate with a period)

1 2 3 4

Document Title Abbreviations

Appl - Application

CMSel -Case Manager Selection

Psych – Psychological Evaluation

Neuro - Neuropsychological Evaluation

Guard - Guardianship Papers

LT104 - LT-104 Level of Care Assessment

ICAPlist – ICAP Checklist

ICAP – ICAP 3 page summary form

PBSP- Positive Behavior Support Plan

MAR – Medication Assistance Record

Seiz - Seizure Protocol

Vagus - Vagus Nerve Stimulator Protocol

Meal - Mealtime Protocol

Posit – Position Protocol

ROI - Release of Information

TeamSign – Team Signature Verification Form

Conflict – Conflict of Interest Form

Relative – Relative Disclosure Form

IBAAdjust – IBA Adjustment Request

Goods - Goods and Services Form

Unpaid - Unpaid Caregiver Service Form

Service Name - Service Form for a specific service.

SkNurseOrd - Physician’s order for Skilled Nursing

RestraintOrd - Order for Restraint